

Fiscal Accounting Services

Mission:

The mission of the Division of Fiscal Accounting Services is to support County Departments' delivery of services through the timely and accurate processing of payroll and vendor payments, recordation of financial transactions, and billing of charges for utility services.

Goals:

- To ensure that all payments made to vendors and employees are timely and accurate.
- To provide efficient and effective billing service to our water, sewer maintenance, and solid waste customers, and to secure the revenue stream associated with services provided.
- To support County Departments by maintaining data and providing information needed and requested.

Implementation Strategies for FY2002:

- To identify existing technologies and take advantage of new technologies that will allow us to delight our customers.
- To support the expansion of the use of the P-card and E-forms.
- To provide training and support to users of the Kronos time and attendance system.
- To identify programs and processes that can be streamlined or improved.

Fiscal Accounting Services is also responsible for:

- maintaining insurance schedules for all County real estate, vehicles, and other personal property, and filing any necessary claims;
- accounting for the workers' compensation activity for the County;
- accounts receivable billing for transportation charges, scales usage, grass cutting, demolition, and other miscellaneous County services and charges;
- maintaining the County's general ledger, charge-outs to user departments, journal entries, and grant reporting to granting agencies;
- providing W-2's and 1099's for recipients, and related tax returns to IRS;
- providing support to the Schools in the areas of payroll, accounts payable, and general ledger.

Budget Issues:

- In FY2001, the cost for the staff of the Utility Billing operations was transferred to the Sewer Utility Fund and the Solid Waste Management Fund. Also, funding was available to purchase an imaging system for use by Utility Billing and Accounts Payable activities.
- For FY2002, there are no significant changes.

General Fund Expenditures	FY1998 Actual Expenditures	FY1999 Actual Expenditures	FY2000 Actual Expenditures	FY2001 Original Budget	FY2001 Expected Appropriations	FY2002 Adopted Budget
50125 Fiscal Accounting Services						
Personnel Services	295,480	324,601	343,875	322,885	322,885	338,450
Contractual Services	1,614	4,759	2,226	3,750	3,750	3,650
Internal Services	2,047	1,027	2,431	1,250	1,250	1,550
Other Charges	7,214	8,262	8,126	10,520	10,520	11,330
Materials & Supplies	7,367	8,252	8,445	9,100	9,100	8,690
Leases & Rentals	10,000	20,888	23,352	25,500	25,500	25,500
Capital Outlay	<u>6,894</u>	<u>3,166</u>	<u>1,619</u>	<u>29,920</u>	<u>29,920</u>	<u>2,500</u>
Activity Total	<u>330,616</u>	<u>370,955</u>	<u>390,074</u>	<u>402,925</u>	<u>402,925</u>	<u>391,670</u>

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	7.00	7.25	7.25	6.00	6.00	6.00
Admin/Clerical	0.50	0.50	0.50	0.50	0.50	0.50
Trades & Crafts	-	-	-	-	-	-
Total	<u>8.50</u>	<u>8.75</u>	<u>8.75</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>

